

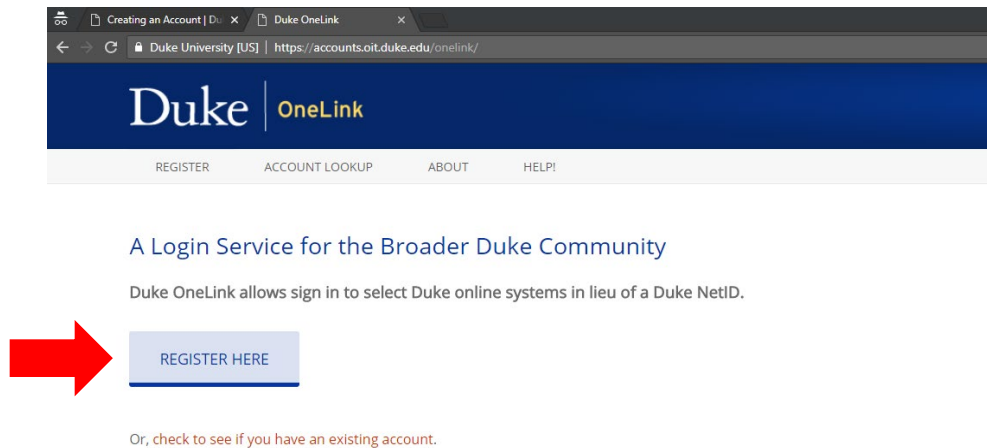
Creating an Account

Duke Pediatric Mental Health Referral Database

This is a three-step process. Below are step-by-step instructions with screenshots to walk you through this process.

Step 1: Create a Duke OneLink account.

1. Go to: <https://accounts.oit.duke.edu/onelink/>, and click “REGISTER HERE.”



2. Complete the registration with your information and click “SUBMIT.”

Register to Use OneLink

Enter your details below to request an invitation email. All fields are required.

Legal First/Given Name

John

Middle Name

James

Legal Last/Family Name

Jordan

Email

d.testing.5@gmail.com

Birth Date

January

16

1963

Have you ever been staff, faculty, an affiliate, or a student at Duke?

☐ Yes

☒ No

☐ I'm Not Sure

SUBMIT

3. You will receive an email resembling the language below. Click the link in the email and it will redirect you to a login page.

Register for Duke OneLink

Thank you for your interest in Duke's OneLink Service!

Please click on the secure link below to register an account. This link is personal to you and should not be shared with others.

https://accounts.oit.duke.edu/onelink-reg/register?barn=ONELINK_5e149c82...

For more information about the Duke OneLink service, please see the online description at <https://accounts.oit.duke.edu/onelink/about>.


Duke University
Office of Information Technology
334 Blackwell St. Durham, NC 27701
<http://oit.duke.edu/help>
(919) 684-2200


4. Create a OneLink login using the “Create a new username” column.


Register for Duke OneLink


Hello, John!

Register with an external account

 Register with Facebook

 Register with Google

 Register with LinkedIn

 Register with Yahoo

This option allows you to log in to Duke services with an external account. Duke will only store an account name so we can recognize you in the future.

Create a new username

All fields are required.

Username (OneLink ID)

Password

Confirm Password

Security Question

Choose One

Answer

Register with OneLink ID >

5. Once you have created your account, you will see the following message with your OneLink ID, and you are ready to login with your OneLink account to the Duke Pediatric Mental Health Referral Database!

You're all set!

You have successfully registered. Your registered account is:

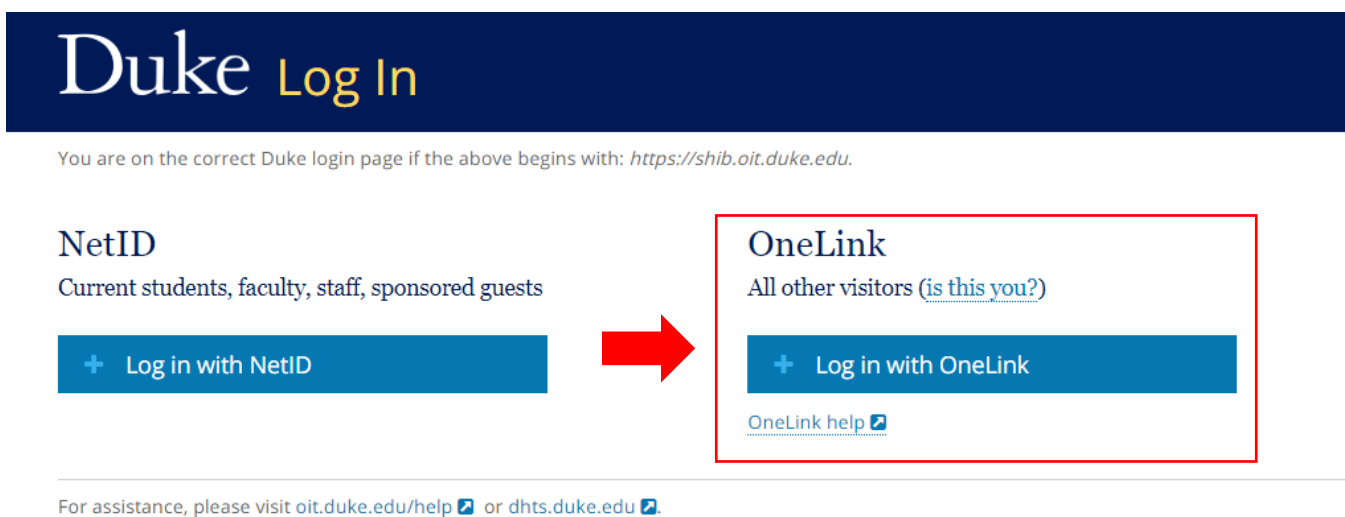
OneLink ID: duke.ed.testing.5

Step 2: Log into the Pediatric Mental Health Referral Database.

1. Return to the Duke Pediatric Mental Health Referral Database at <https://referrals.ipmh.duke.edu> and click "Login" in the top right corner.



2. You will be redirected to a Login page like the one below. Click "Login with OneLink" on the right.



3. After logging in, you will see the page below and receive a confirmation email.

Account Activation Requested

Thank you for your interest in joining the Duke IPMH Referral Database!

The site administrator has received your access request, and will activate your account within 24 hours.

Please [Contact Us](#) with any questions.

4. The confirmation email outlines the information needed to create your provider profile. Reply directly to the email with the necessary information.

Thank you for your interest in joining the Duke Pediatric Mental Health Referral Database.

We are processing new member requests as quickly as we can. In order to help us expedite the process, please respond directly to this email with the information below:

First Name:

Last Name:

E-mail/Username:

Do you accept insurance? (yes/no)

Phone Number:

Gender:

Practice Address (City, State, ZIP code):

Graduate school attended:

Additional training (ex. internship/fellowship):

Year of initial clinical license date:

License number and state:

Brief background:

Once your request has been approved, you will receive another e-mail containing information about how to log in. If you have any questions, please reach out to us at dukeipmh@duke.edu.

Thank you again!

-- Duke Pediatric Mental Health Referral Database team

5. Once an administrator approves your request you will receive an email notification that your account is now active. Please allow 2 business days. Click on the link to log into the site.

Your account for at Duke Pediatric Mental Health Referral Database has been activated.

You may now log in and access the members only content by clicking this link or copying and pasting it into your browser:

https://referrals.ipmh.duke.edu/Shibboleth.sso/Login?target=https%3A%2F%2Freferrals.ipmh.duke.edu%2F%3Fq%3Dshib_login%2Fuser

-- Duke Pediatric Mental Health Referral Database Administration

Step 3: Log in and edit your profile

1. Login by either clicking on the link in the email detailed above, clicking the login button on the top right-hand corner, or the “Access Your Provider Profile” on the main page.
2. Once you login you will see your provider profile. Click “Edit Profile” to add more information such as your credentials, availability, bio, and services offered.

Doe, Jane

 Edit Profile



Insurance & Payment

DO YOU ACCEPT INSURANCE?:

Yes

123 Testing

Location, NC 27708

 testing@duke.edu

510-456-7810


Gender:

Female

Do you practice at more than one location?:

No

3. Use the blue tabs on the left to see additional modifiable fields. The red stars indicate required fields. Don't forget to click "Save" at the bottom of the page when you are finished.



The image shows a web-based profile form with a sidebar on the left containing four blue tabs: "General *", "Location/Contact *", "Services", and "Insurance & Payment *". The "General" tab is selected. The main content area contains the following fields:

- First Name ***: A text input field containing "Jane".
- Last Name ***: A text input field containing "Doe".
- Clinic/Hospital**: A dropdown menu showing "- None -" with a note "(Optional) Select only if applicable."
- Duke University Affiliation**: A text input field.
- BACKGROUND**: A section header with a dropdown arrow.
- Bio**: A rich text editor with a toolbar (Format, Bold, Italic, Bulleted List, Numbered List, Link, Unlink, Image) and a large text area.
- Switch to plain text editor**: A link below the bio editor.
- Text format**: A dropdown menu showing "Filtered HTML".
- More information about text formats ?**: A link.
- Web page addresses and e-mail addresses

4. Please be sure to update your information every 6 months or so to keep your profile current (we'll send emails to remind you)!

Thank you and welcome to our web-based community!

Please email us at dukeipmh@duke.edu with any additional questions.